

**KOOCHICHING SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
COURTHOUSE COUNTY BOARD ROOM
715 4TH STREET * INTERNATIONAL FALLS * MN * 56649
MONDAY, FEBRUARY 4, 2019**

Members Present:	Ralph Lewis	District I
	George Aitchison	District II
	Eldon Voigt (via phone)	District III
	Richard Dreher	District IV
	Al Linder	District V
Others Present:	Pam Tomevi	District Administrator
	Jolen Simon	Program Coordinator
	Eric Olson	Resource Conservationist
	Sam Soderman	Water Resource Specialist
	James Aasen	Forest Resource Specialist
	Kevin Adee	Koochiching County Commissioner
	Wayne Skoe	Koochiching County Commissioner

Chair Lewis called the meeting to order at 6:04 p.m.

- 2019/2-1 Motion by Linder, seconded by Aitchison to approve the agenda with corrections.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/2-2 Motion by Aitchison, seconded by Voigt to approve the minutes dated January 7, 2019 with corrections.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/2-3 Motion by Voigt seconded by Dreher to ratify paid bills, check numbers 10656 to 10691 including electronic transfers, in the total amount of \$53,019.11 (details on file).
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/2-4 Motion by Voigt, seconded by Aitchison to approve the Treasurer's reports ending January 31, 2019 as presented.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**
- 2019/2-5 Motion by Lewis, seconded by Aitchison authorizing accounts payable in the amount of \$245.67 and allowing payment of ordinary and necessary bills between February 5, 2019 and March 4, 2019, not to exceed budget.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.**

Guest Introductions:

Due to weather, the MAWQCP program presentation by Kathy Rasch has been postponed.

Supervisor Reports

Dreher and Linder reported on their attendance at the quarterly wood ash meeting. Discussion included spreading zones, obtaining new ash participants, upcoming permits and hauling locations.

Voigt reported on his attendance at the upcoming Legislative Days and has set up meetings with the MASWCD Forestry Association, the head of the DNRs Chronic Wasting Disease program regarding potential spread to bovine species, the head of the Minnesota Forest Resource Council, and local legislators. Voigt also reported

on a meeting with the Environmental Services Department (ESD) Director regarding programs in which the ESD and SWCD work in partnership.

District Administrator Report

See attached.

Additional discussion included updates on the Jim Palm site visit and possible next steps.

Resource Conservationist Report

See attached.

Water Resources Specialist Report

See attached.

Additional discussion included a status update on the 2019 Plat Map Book: most of the GIS work is complete, letters have been sent to potential advertisers, and an estimated publishing date has been set for the end of June 2019.

Forest Resource Specialist Report

See attached.

Additional discussion included funding of the SWCD Area Forester. Voigt will be discussing funding options in meetings next week.

Program Coordinator

See attached.

NEW BUSINESS

Request for Cost Share

The Rainy Lake Medical Center has received 3 cost estimates from an engineering firm to mitigate erosion in the Rainy River. The Board reviewed their request for cost share and supporting documentation.

2019/2-6 Motion by Lewis seconded by Aitchison to encumber cost share funds for the Rainy Lake Medical Center streambank and shoreline protection project, contract #CS2016-2 and authorize the Chair's signature. The project will utilize FY16 (\$2,529.00), FY17 (\$8,114), and FY18 (\$8,114) cost-share funds.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Bid for Financial Audit

2019/2-7 Motion by Dreher, seconded by Aitchison to accept the bid from Peterson Company, LTD for the 2018 financial audit and authorize the signatures of the Chair and district administrator on the bid engagement letter.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Request for Services

A request for services has been received from the DNR to perform maintenance on three boat landings in the Big Fork River/Big Falls area. SWCD staff presented the Board with a spreadsheet itemizing projected costs. After discussing the scope of work and estimated contract amount, the Board was unanimous in their decision to decline this opportunity. Staff will recommend other potential contractors to the DNR.

Upcoming Meetings:

Board Approval:

2019/2-8 Motion by Voigt seconded by Dreher authorizing all Supervisors and relevant staff to attend the Area VIII meeting on March 1st in Bemidji.
Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Permits: The Board reviewed Permit #2019-0031 in which local landowners are seeking to address erosion issues along 175 feet of shoreline. No concerns or comments from staff or Supervisors.

General Business:

Discussion included confirming registrations for the Lake of the Woods Watershed Forum.

Confirm Next Meeting Date:

The next regular board meeting of the Koochiching SWCD will be held on Monday, March 4, 2019 at 6:00 p.m. in the courthouse board meeting room.

Adjourn Meeting:

2019/2-9 **Motion by Dreher, seconded by Aitchison to adjourn the meeting at 7:44 p.m.**

Voting yes: Lewis, Aitchison, Voigt, Dreher, Linder. Motion carried.

Submitted by:

Board Secretary, Richard Dreher

Date

Approved:

Board Chairman, Ralph Lewis

Date

Koochiching SWCD District Administrator Report

January 2019

) AIS

- Expense tracking/invoice invoicing

) BWSR Conservation Delivery

- Final updates to the Jim Palm site visit report; Area VIII Manager/Chair meeting in Bemidji;

) BWSR Local Capacity

- International Rainy-Lake of the Woods Watershed Board webex and conference call; water level reports; prep for wild rice protocol workshop with First Nation communities;

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) County/District

- 2019 Pay Equity report/filing; 2018 PERA Exclusion report/filing; asset inventory update; Budget and Personnel Committee meetings; SWCD financial dashboard update with monthly and year end balances; 2019 budget updates in QuickBooks; 4th quarter tax reporting, W-2/1099 distribution and filing, 2019 billing rates

) CPL-RRR

- Bridge removal bid opening follow-up, bid scoring, and contract;

) LF NIPF

- NIPF2 activity update with Lindberg; activity/expense tracking; invoicing

) MPCA Contracts

- Grant tracking; invoicing; project leader discussions;

) Natural Resource Block Grant

- 2019 service agreement with County; invoicing for first half allocation; eLink updates;

) Wood Ash

- Partner meeting prep/attendance/follow-up; expense tracking and invoicing

General Administration

-) Board meeting prep/follow-up items; Board minutes/agenda; staff meetings/training; calendar update/time tracking; Payroll; PERA; FWT/SWT; bank statement reconciliation; QB transactions/updates; Treasurer Report; Accounts Receivable; Accounts Payable, budget updates; bank deposits/online banking; staff meetings; file/record maintenance; general phone/mail/email

Submitted by:

Pam Tomevi, District Administrator

Resource Conservationist Report

February 2019

WCA

- Talking to ESD on notices for upcoming projects and decisions with other agencies.
- Assisting landowners with permit process and identifying areas of wetlands on possible wetland properties in the area.
- Working with DNR, BWSR, and ACOE on getting information for permits and actual project implementation.
- Continued work on WCA tasks and updating Koochiching ESD on in-progress projects.

Wood Ash

- Assisting landowners with process/working with DH contracting.
- Receiving and permitting more long permits due to the amount of consistency and catch up the program has made.
- Working with DH contracting on permits and areas to dump/spread with current conditions.

CPL – Rat Root River

- Working with DNR fisheries office, stream habitat specialists, MPCA, and RLSFC on how/where the best place to spend remaining dollars would be before the grant closes.
- Site visit to various sites and planning for projects to be completed prior to end of grant. Talk with different members involved with the grant for thoughts, plans, and estimates.
- Awaiting final permit for bridge removal project.

Cost Share

- Final plan decisions for hospital river bank shoreline restoration and contract work.
- Accepted JPB design plans for Bigfork River bank stabilization and work with landowner on terms of contract.

Water Quality

- Sampling 3 total sites now on a event or monthly basis now.
- Calls to project manager and other agencies to check status on other river conditions and entering data.
- Data recording/updating and attend MPCA led trainings/phone conferences.

Miscellaneous

- Work/plan projects with RLPOA and VNP for invasive cattail removal and LCCMR grant application.

Submitted by: Eric Olson

Water Resource Specialist Report

January 2019

AIS

- Inspection program wrap up
- Budget review
- 2019 inspection program planning/brainstorming

SWAG

- Budget review
- Contract change order calls
- Billing
- Final Reporting for RR SWAG
- Budget planning for SWAG Contracts
- Compile and send in data for LF and RR SWAG Contracts
- Interim Reporting for LF SWAG

Local Capacity

- Landowner questions/walk-in
- Littlefork SWAG contract work
- County Mapping
- Plat book data check
- Maplogic and GIS Work
- Rainy River WRAPS Meeting
- Plat Book

WPLMN

- Sampling

Miscellaneous

- Emails
- Holiday/Vacation

Submitted by: Sam Soderman

Koochiching SWCD Forest Resource Specialist's Report

January 2019

Local Capacity-Forestry

- J Researched general forestry and forest health topics.
- J Processed contracts for several upcoming Forest Stewardship Plans and began field work.
- J Completed a forest stewardship plans and began another.
- J Attended the SWCD Forestry Association Meeting in McGregor.
- J Continued coordinating several tree plantings for 2019.
- J Wrote a forestry article for the 2019 newsletter.

Kooch CWMA

- J Researched grant opportunities.

2019 Tree Sale

- J Contacted several interested landowners about 2019 tree sales.
- J Worked on creating native plant order forms.
- J Scheduled a native forb and grass sale through Minnesota Native Landscapes and worked on Set-up.
- J Updated inventory and taking in tree orders for 2019 Sale.
- J Drafted, printed, and sent 2019 tree order forms to customers.

NIPF 2

- J Discussed and promoted the project as landowners respond to the invitation letters.
- J Processed final invoices and survey results.
- J Created Contracts and Coordinated Plan Writing for project participants.
- J Worked on year-end progress report.

MN Buffer Initiative

- J Reviewed BWSR and MN DNR Buffer Law updates and guidance as they became available.
- J Discussed Compliance Status with BWSR buffer staff, submitted updates.
- J Completed end of the year review and update of Koochiching parcels.
- J Planned tree'd buffer plantings using reserved buffer cost-share.
- J Created buffer page for the website and posted tracking schedule as required by BWSR.

Submitted by: James Aasen
Forest Resource Specialist

Koochiching SWCD Program Coordinator Report

January 2018

Local Capacity:

-) eLINK data entry and submit final financial reports for completed grants, submit all interim reporting for 2/1/19 deadline
-) Envirothon planning call and follow-up communication with planning team, volunteer recruitment
-) Website updates and research ideas for additional information on the site
-) Newsletter article writing and formatting

Rainy Basin International & Watershed Coordinator

-) Semi-annual reporting
-) 4th Quarter invoice completion and submittal
-) Conducted 4 interviews and planning for upcoming data training with U of M

WPLMN

-) Complete and submit 4th Quarter invoice
-) Assist with semi-annual reporting

PCA Wood Ash

-) End User Forms sent, and up to date
-) Updated permits, and spreading
-) Complete and submit 4th quarter invoice and 2019 contract proposal
-) Update summary, hauling reports and spreading reports, permit coversheets
-) Met with contractor periodically to discuss hauling/spreading progress
-) Quarterly partner meeting on 1/23/19
-) Outreach planning

NRBG Grants

-) Climatology data entry and mail forms to U of M, submit to NRCS, mail calendars and forms to volunteers
-) eLINK data entry reporting and match calculations; all reports submitted by 1/31/19 for the 2/1/19 reporting deadline

General Administration

Customer walk-in general assistance; board meeting prep; minutes and agenda; minutes book updating; reporting; website maintenance; 2019 timesheet updates; credit card tracking; tree program updating and load to website; holiday; vacation

Submitted by:

Jolén Simon

Program Coordinator